

Jack A. Jones

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ADMITTED: Virginia

LEGAL EXPERIENCE:

Office of the City Attorney, Suffolk, Virginia

January 2006-Present

Assistant City Attorney

- Draft and review real estate purchase agreements. Draft deeds of bargain and sale and deeds for easements and rights-of-way. Perform legal research to assure compliance with state and federal land acquisition regulations. Perform legal research for city department heads as directed by the City Attorney.

Small Little Law Firm, PC, Suffolk, Virginia

May 2004-October 2005

Law Clerk

- Drafted initial and responsive pleadings at law and in equity. Performed legal research for personal injury, contract, and estate litigation. Drafted trial briefs and memoranda of law. Drafted discovery requests. Drafted corporate organizational and operating documents. Drafted and reviewed contracts and residential, commercial and equipment leases.

Regent Law School, Virginia Beach, Virginia

October 2004-May 2005

Graduate Assistant

- Assisted Professor Benjamin V. Madison, III research for two articles, one concerning military tribunals the other concerning procedural traps for trial and appellate practice in Virginia. Compiled, updated and organized materials for use in Virginia Procedure course.

Suffolk General District Court, Suffolk, Virginia

May 2003-July 2003

Judicial Intern

- Researched and analyzed legal issues related to cases before the court; reported and discussed findings with judges. Observed the daily workings of the General District Court.

EDUCATION:

Regent University School of Law, Virginia Beach, Virginia

May 2005

Juris Doctor

Ranked in Top 25% of Graduating Class

University of Virginia, Charlottesville, Virginia

May 1998

Bachelor of Arts in Legal Studies

SPECIAL SKILLS:

- Notary Public
- Westlaw Certified and proficient with LexisNexis

INTERESTS:

- Golf, Colonial American History, Classical Literature